



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

IMHL-HR

23 JUL 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG FHL Policy #2-7, Time and Attendance

1. REFERENCES.

- a. DoD 7000.14-R, DoD Financial Management Regulation, Volume 8 (Civilian Pay Policy, Chapter 2).
- b. AR 570-4, Manpower Management.
- c. AR 690-990-2, Hours of Duty, Pay, and Leave, Annotated.
- d. IMCOM Regulation 690-610, Civilian Personnel Work Schedules.
- e. Labor Agreement between the United States Army Garrison, Fort Hunter Liggett (FHL) and the National Association of Government Employees Local R 12-90.
- f. Negotiated Agreement Between Headquarters, Parks Reserve Forces Training Area and International Association of Fire Fighters Local F-305.

2. PURPOSE. To provide guidance and procedures for time and attendance, leave requests and premium requests on the Automated Time Attendance and Production System (ATAAPS). Compliance will ensure that the attendance of employees is accurately reported and recorded for the computation of pay, allowances and leave, and will result in proper compensation for hours worked.

3. APPLICABILITY. This policy applies to all employees and supervisors of employees of U.S. Army Garrison, Fort Hunter Liggett (USAG FHL). Failure to comply with this policy and its procedure can result in administrative or disciplinary action in accordance with collective bargaining agreements and AR 690-700.

4. POLICY. Employees are expected to report for work when scheduled. Employees will account for and be compensated for time worked. Supervisors will manage employee time and attendance in accordance with the above listed references. The ATAAPS will be used for time, attendance, leave requests, and premium requests.

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5. PROCEDURE.

a. Certification of Time. Certification of employee time is divided into two parts. The first part is the employees input of time worked and concurrence of timecards. The second part is the certification of the employee's timecard by supervisors.

(1) Employees will enter time worked and will concur timecards by close of business on the Wednesday prior to the end of the current pay period.

(2) Supervisors will review and certify timecards by the close of business on the Thursday prior to the end of the current pay period.

(3) In situations requiring unscheduled premium time or unforeseen leave after the above listed concurrence and certification deadlines, timecards will be adjusted, concurred by employees, and certified by supervisors as soon as the change occurs.

(4) Accelerated Pay Periods. Occasionally holidays or other events will result in accelerated pay periods which require employees to enter time worked and concur timecards, and supervisors to certify timecards earlier in the pay period. The Directorate of Human Resources (DHR) will notify the workforce when this happens. The dates on the notice will replace the above listed deadlines.

b. Work schedules.

(1) Assignments to tours of duty are scheduled in advance. Employees work schedules must include the IMCOM core hours of 0900-1500 with the exception of shift workers.

(2) Employees who request a change to their work schedule must wait three months prior to submitting a new request to change work schedule. Exceptions to this will be approved at the Director/Special Staff Chief level.

(3) Work schedule changes will be made using IMCOM form 1-A and will be routed through the employee's supervisor, through the employee's directorate, to the Directorate of Human Resources (DHR).

(4) Work schedule changes will take effect the pay period following request submittal to DHR.

(5) Employees on an alternate work schedule will submit a temporary change to work schedule to DHR the pay period prior to departure on TDY which requires a regular work schedule (5/8). Examples include TDY to training courses and seminars.

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c. Premium Time. In general, premium time will be scheduled prior to the work performed.

(1) Overtime. Requests for overtime will be submitted to supervisors. It is the employee's responsibility to explain why overtime is required unless the overtime is directed by a supervisor. Supervisors are responsible to ensure sufficient funding is available for any approved overtime.

(a) Employees in the bargaining unit will submit overtime requests in accordance with bargaining agreements.

(b) Employees in the grade of GS-11 or higher are only allowed overtime if the request is approved by the Deputy to the Garrison Commander or higher.

(c) Unscheduled overtime is only authorized in emergency situations, to replace sick employees, and to finish mission essential work that cannot be finished at a later time.

(2) Compensatory Time. There are two types of compensatory time: compensatory time and compensatory time for travel.

(a) Compensatory time is earned by GS-11 or higher employees. Additionally, employees authorized to request overtime may request compensatory time in lieu of overtime.

(b) Compensatory time for travel is earned by employees who are TDY. Compensatory time for travel is only earned while an employee is traveling to and from TDY and only when this travel is conducted outside the normal hours of duty.

(3) Credit Hours. Credit hours can only be earned by employees on a flexible schedule. Credit hours must be approved by their supervisor. An employee can only maintain 24 credit hours. Any credit hours in excess will not be accrued. The employee must use all credit hours prior to transitioning to a compressed work schedule.

d. Leave. Leave will be requested and approved prior to taking leave.

(1) Annual Leave.

(a) Bargaining unit employees will submit and take leave in accordance with bargaining agreements and Army policy.

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(b) Supervisors will approve leave requests prior to allowing an employee to take leave.

(2) Sick Leave.

(a) Employees are authorized to take accrued sick leave for their own illness, the illness of a family member, for medical and/or dental appointments, and medical and/or dental appointments of family members. Sick leave is allowed for the time away from work traveling to and from medical and/or dental appointments.

(b) Employees who are out sick for more than three consecutive days will provide their supervisor with a doctor's note.

(c) Employees will notify supervisors if they will not report for work as scheduled.

(d) Supervisors can verbally notify an employee of approval to take sick leave. Employees will submit a sick leave request upon return to duty after sick leave.

(e) Advanced sick leave must be approved at the Director/Special Staff Chief level. Directors can only approve 80 hours of advanced sick leave. Requests for more than 80 hours of advanced sick leave will be forwarded to the Command Group for approval.

(3) Family and Medical Leave Act (FMLA). The FMLA entitles most Federal employees to a total of up to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

- the birth of a child and its care
- the placement of a child with the employee for adoption or foster care
- the care of a spouse, child, or parent of the employee who has a serious health condition
- a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position
- any qualifying exigency arising from out of the fact that the spouse, a child, or a parent of the employee is on covered active duty, or has been notified of an impending call or order to active duty in the Armed Forces

(4) Leave without Pay. Employees without accrued leave (annual or sick) or compensatory time may request leave without pay. It is at the supervisor's discretion to approve leave without pay requests.

(5) Military Leave.

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(a) Employees who are part of the reserve components of the Armed Forces are authorized 120 hours of military leave each fiscal year.

(b) Employees activated under authorities of 5 USC 5325(b) in support of civil authorities in the protection of life and property or who perform full-time military service as a result of an order to active duty in support of a contingency operation are eligible for 176 hours of military leave in a fiscal year.

(c) Employees activated for a period exceeding their accrued military leave will be placed in leave without pay.

(d) Employees will request military leave and supervisors will approve military leave before it is awarded.

(e) Employees will meet the requirements of USAG FHL Command Policy #2-5, Civilian Employee Military Duty Notice Requirement, when requesting military leave or leave without pay to perform military duties.

(6) Time-off Awards. Use of time off awards are requested and approved in the same manner as annual leave.

e. Absent without Leave (AWOL).

(1) An employee who does not report to work when scheduled and doesn't notify their supervisor of the absence will be AWOL.

(2) Supervisors will notify their Director/Special Staff Chief and the Directorate of Human Resources as soon as it is determined an employee is AWOL.

(3) The Directorate of Human Resources will:

(a) Contact the Civilian Personnel Advisory Center (CPAC) Management and Employee Relations (MER) Division.

(b) Code the employee's timecard as AWOL.

(4) Supervisors in consultation with the Installation Legal Office and CPAC MER Division will determine applicability of disciplinary measures and take appropriate action.

f. Forfeiture of Time.

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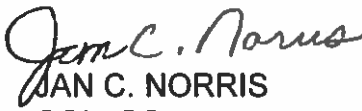
(1) Use or Lose Leave. Employees are allowed to carry 240 hours of annual leave. Employees with more than this amount at the end of the pay year will forfeit the excess. To request restoration of leave, the employee must submit a request through their directorate to the Directorate of Human Resources. The Deputy to the Garrison Commander or higher will approve requests for restoration of leave.

(2) Compensatory Time for Travel. Employees must use any compensatory time for travel within one year of accrual. Any compensatory time for travel not used will be forfeited.

(3) Compensatory Time. Employees must use any compensatory time within one year of accrual. Supervisors are responsible to ensure employees utilize compensatory time within one year of accrual. Any compensatory time not used will be paid to the employee at the overtime rate.

(4) Time off Awards. Employees must use any time off award within one year of award. Supervisors are responsible to ensure employees utilize time off awards within one year of award. Any time off award not used will be paid to the employee at the regular rate.

6. PROPONENT. The DHR is the proponent for this policy. POC is the Civilian Personnel Division at (831) 386-2655.


JAN C. NORRIS
COL, SC
Commanding

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